

## LIST OF ATTACHMENTS

- A Sample HQ and District Director Memo to Chief Deputy Director, Deputy Director, Division Chiefs, and District Deputy Directors
- B Sample Task Timeline
- C Sample List of Equipment and Supplies
- D Sample Flyer
- E Sample Online Registration
- F Sample Payee Data Record (STD 204), CAL-Card Certification (ADM 3026), and Instructions
- G Sample Memo from HQ and District Director to HQ and District CAL-Card Holders
- H Sample Cardholder Purchasing Survey
- I Sample Satisfaction Survey for Vendors/Purchasers and Evaluation Sheet for Volunteers and Guests
- J Sample SurveyMonkey©
- K Sample Program Agenda
- L Sample Welcome and Closing Remarks
- M Sample Director Talking Points
- N Sample After Action Report
- O Sample Closeout Report